

Informational Checklist: Corporation

INCORPORATION WORKSHEET (for a Profit Corporation)

Name of Corporation:

Is name available for use:

Is name reserved; if so, date reservation expires:

Incorporator(s) names, addresses, phone numbers:

Principal place of business, physical address:

Mailing address of corporation (can be a postal or private mail box):

Initial business purpose:

Amount of common stock to be authorized (not issued):

Par value of stock:

Name and physical address of initial statutory agent:

For Bylaws:

Annual meeting date of shareholders:

Number of directors:

Year of incorporation:

Restrictions on sale of stock:

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First meeting of incorporators:

Date:

Time:

Place:

Temporary chairman:

Temporary secretary:

Names of directors elected to board:

First organizational meeting of directors:

Date:

Time:

Temporary chairman:

Temporary secretary:

Officers elected:

President

Vice-President

Secretary

Treasurer

Other

Officers authorized to transaction business:

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Bank (and branch office) for corporate account(s):

Officers authorized to sign corporation checks (independently or jointly):

Initial stock to be issued:

Name and address of shareholder, number of shares, consideration (cash or property)

Consideration of Election as S Corporation:

Salaries of officers (optional):

Disclosures: Has any incorporator/officer/director:

been convicted of a felony;

been or are subject to an injunction, judgment, decree of permanent order within 7 years;

held any beneficial, member, or other interest in a corporation that has been placed in bankruptcy, receivership or had its charter revoked;

Accountant information:

Name of accountant:

Phone number:

Will accountant get tax number for corporation:

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Information needed to apply for a tax number:

Officer (contact person) who will sign application:

SS# of officer who will sign application:

Highest number of employees expected in the business, if any:

Date first wages will be paid:

Procure IRS Form SS-4 or apply for tax number on-line at:

[http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)

CAUTELA
CORPORATION